

Office of the Director

Cable Secretariat - Message Center

Position:	A	.01	Grade GS-11
	A	.02	Grade GS-11
	A	.03	Grade GS-11
	A	.04	Grade GS-11

Title: **Assistant Watch Officer**
 (Assistant Cable Secretariat Duty Officer)
 (Assistant Clandestine Services Duty Officer)

Responsible to: **Watch Officer**

I. GENERAL

The position of Assistant Watch Officer is a 24 hour a day, 7 day a week position charged with the responsibility of assisting the Watch Officer in the latter's primary responsibilities. During normal tours of duty, Monday through Friday, day and evening shifts, the workload requires the presence of two or more assistant Watch Officers each performing one or more of the primary duties of the Watch Officer under the direction of the Watch Officer responsible for this shift. These primary duties would include:

- a. Screening and releasing for transmission outgoing cables insuring all are signed by an authorized Releasing Officer and that all are in accordance with cable regulations.
- b. Screening incoming and outgoing cables against the Director's requirements; preparing briefs, background summaries and break-out of identities for all cables distributed to the Director.
- c. Function as Clandestine Services Duty Officer.
- d. Performs liaison with various Area Divisions in connection with DD/I Suspense procedure, or in connection with identities or other data for the Director which are not available in the Cable Secretariat.

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2. In addition to these primary duties, an Assistant Watch Officer, on each tour of duty, assumes one or more of the following responsibilities as required by the Cable Secretary:

a. Supervises the training and indoctrination of cable analysts and ensures that the cable analyst supervisor conducts such training and indoctrination as may be necessary for that section.

b. Interprets and implements distribution policy and directives as approved by the Cable Secretary; posts review distribution made by cable analyst to ensure that uniform interpretation of distribution policy is maintained.

c. Acts as the authority for interpretation of cable distribution requirements within the Cable Secretariat subject to review by the Cable Secretary.

d. At the direction of the Cable Secretary, conducts liaison with the Staff and Divisions for the purpose of interpretation and further elucidation of their existing requirements. Coordinate, at the request of the Staffs and Divisions and at the direction of the Cable Secretary, with the Staffs and Divisions for the preparation of amendments to existing cable distribution requirements prior to submission for approval.

e. He will review, prior to approval by the Cable Secretary, requests for amendments to existing cable distribution requirements to ensure that such amendments would be in accord with the operating policies established by the Cable Secretary. In reviewing such requests he must also consider whether the Cable Secretariat can effectively implement the amendment to serve its desired purpose.

f. At the direction of the Cable Secretary, the Assistant Watch Officer conducts liaison with the Staffs and Divisions of CIA for the purpose of preparation of amendments to cable distribution requirements and to discuss related problems. These contacts are frequent and the level of people contacted varies from the Cable Liaison Officers upward.

3. JOB PROGRESSION

Outstanding performance of duties as Assistant Watch Officer leads to consideration for the higher post of Watch Officer should vacancies occur in those positions.

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